

WCC Board Meeting Minutes

July 13, 2020 6:30pm on Ryan's Deck and by Webex

Attendance: Ryan Crompton, Nancy Kennedy, Jennifer Jacobson, Debra Palmer-Seiler, Eileen Clemans, Toni Lund, Sharon Morehouse, Sue Clarke, Kjersten Johansen, Matt Small

Approval of Minutes from July 1, 2020– Meeting minutes are passed unanimously

Approval of Agenda – Agenda passed with addition of Treasurer Update

Board Organization for 2020/21 Ryan

- Appointment of committee leads for 2020/21
 - Ryan reviewed his proposed “job descriptions” for each role (Doc appended)
 - VP – In addition to the role as described in the bylaws, Nancy will be working with Carol on the bylaw proposal to allow electronic meetings and will do our Facebook postings.
 - Treasurer – In addition to the role as described in the bylaws, Eileen will renew our status with the state and update our officers with the state. Treasurer will recommend at next meeting when the next audit should be performed.
 - Secretary – In addition to the role as described in the bylaws, Kjersten will handle emails on club account that are not regarding directory updates or payments. Boxes of documents will be transferred to her as secretary. Secretary will determine the best channels for communicating with membership.
 - Toni accepted Maintenance committee lead.
 - Would like a budget to execute on the needs.
 - Hedge on the sport court needs to be trimmed - Toni will discuss with Brian Jacobson if he will do this; per Jennifer, Brian has volunteered but it is big job and he should not own this trimming indefinitely.
 - Would like to have contact info for the college kids who are doing maintenance for the summer. Ryan will turn over information to Toni.
 - Sharon accepts membership committee lead. Wants to keep trespassing concerns with membership. Ryan will consider and provide input at next meeting. We would like to continue to send out B&E cards to new members.
 - Nancy accepts social committee in addition to her VP role. This will include storage of new items, and what should be in the shed, and postings for the club on Facebook.
 - Matt accepts tree trimming committee.
 - Discussion of creation of committees that represent the membership resulted in agreement that all committees are balanced.
 - Sue accepts conservation committee. Will add KCD team working relationship to the description, thought they have been mostly furloughed, so until they are back we will not have anything specific from them. Will also add pest animal concerns to this committee.
 - Debra will continue to do Plaza Reservations, Property Tax Appeal and Property Use Evaluation. She will be looking to add members to the committee, and Debra will be the board liaison, and lead if needed.
 - Brian will continue to do Kayak Reservations as non-board committee lead
 - Jennifer will design and maintain the www.WoodmontCountryClub.com website, send out Friday email blasts to paid club members, and design semi-annual club directory, membership cards, and brochures.

- BOD Communications (Status, Actions, Member Concerns)– Ryan
 - We are going to try doing status reports so that we can streamline communication and reduce meeting length. Secretary will send out status report template and guidelines for when reports are due.
 - Quorum in the bylaws is 2/3, so we will adapt that method of voting on the board. Meaning 7 of 10 members must be present to make decision and for this year, 7 must vote yes on any vote to finalize a decision by the board. All agreed to try this moving forward.
- Charter and Type of Organization - Ryan
 - We are a 501c7 non-profit social club organization – for pleasure and social events
 - Our mission statement has never changed, and an excerpt of it is on the front page of the website. The full version of the charter is in the box of documents managed by the secretary and is described as a part of deeding the beach to the homes in the community.
 - In general, our mission is to promote social activities and be stewards of the property.
- What can we do better as a board in the light of our President leaving? Ryan
 - We are going to ask everyone to send their concerns to the woodmontcc@hotmail.com email address so that we can respond promptly, instead of responding to anonymous concerns. All members with concerns or request should be routed to send email to the club at the email on the woodmontcc.org website. Secretary will ensure they are routed properly and that we respond promptly.

Old Business (35m)

- Treasurer update –
 - Two letters returned, need corrected member addresses.
 - Property valuation notice came, will give that to Debra. Values went up for the year.
 - We now have 141 members! Add item to next Friday blast to let BOD know if members did not receive the codes. Will update the safety deposit box and signing authority for Ryan.
- WCC Property Tax Appeal Status & Next Steps – Debra (15m)
 - Good call on June 29th. Debra, Sue, Matt & Kjersten attended a call. Talked to 2 men on a citizen’s board who review and recommend to the county. They were very receptive. They suggested maybe should list the property or have it appraised to establish value, we countered that would be spending unnecessary membership money. We refuted all assessor’s comps. We also refuted assessor’s pictures of our property because the photos were of the road buffer which is flat, versus our land which is beyond the buffer and is sloped.
 - Step 1, wait until we hear back on the appeal process – expect 4-6 weeks (Mid August).
 - Step 2 decide what to do with the property. Options: Sell, apply for Open Space. First need to determine if we want to sell. North Beach property seems like a good candidate for Open Space. The watershed would maybe be a sale potential.
 - After we have an answer from King County, we will determine if we are going to form a member committee to review options and present to membership.
 - Steve Swank lives in the community and is an appraiser and he may help as well as Matt. Matt has an app that will do a survey which could be a good guideline.
 - Can we get the report from the appraiser to share? Debra will obtain.
- Member Concerns - Kjersten (5m)

- Eulberg Survey – stakes are marked. Matt will introduce Kjersten to Danny to discuss.
- Staiger Response – will contact Edie to final up firepit issues.
- Member complaints - ask everyone to send to our email and put it in the blast.
- No trespassing signs have been put up. Al Smith stair sign will go to Sharon.
- Boat Launch Policy Review –Based on a launch of jet skis at low tide, there is a request to revise the boat launch policy. Toni is concerned about liability of the boat launch because we don't have signage posted. We do have boat launch guidelines on the website. Need to post the rules on the bulletin board since we do not have a sign and resend in Friday Blast along with links in Blast to Des Moines guidelines for shoreline. Ryan will handle posting rules. Concerns about parking can be mitigated by providing parking guidelines. Ryan will appoint a 3 person member committee that represents all sides and ask them to make a recommendation.
- Bylaw Change to allow Electronic Meetings – Currently Nancy and Carol Beland are working on this.
- Follow-up on Action items from last meeting:
 - Did we find out about insurance for community Kayaks? This is no longer an issue so we will not pursue.

New Business (20m)

- Capital Projects – Ryan (5m)
 - Dock Project - Going to table for this meeting and address after we finish the boat launch program.
 - Entry Way Rework – Ryan will start in on this project.
- Maintenance – Ryan (5m)
 - Plaza pressure wash and weeding is complete.
 - Ryan will take care of new plaza lights before handing over to Toni.
 - Shed - Shed door weather stripping needs to be replaced, need to determine overall what should happen with the shed in the future - if it may need to be repaired or replaced and expanded Toni and Ryan.
 - Nancy cleaned up the shed
 - Need a budget to hire maintenance
 - When we hired college students we paid them with the guidelines of the quotes we had received from others.
- Social – Nancy (5m)
 - Kid's Parade Plan – Suggested we do several events in August and then do the actual parade in September. So, we should cancel the kid events for the summer. Motion to cancel the kids parade this year, all agreed.
 - Bootlegger Bash – still moving forward but final meeting is on the 22nd of July to determine go/no go.
- Boat Storage – Sharon (5m)
 - Paddle boards were originally sorted and now they are stacked on top of each other. Sharon will ask Brian if we can put it back so that things are easier to use.
 - Trespassing will be handled by reminding people that they must be accompanied by a member when they are on club property.

Respectfully Submitted by
Kjersten Johansen (Secretary)

Appendix:

Titled Position and Committee Chair Descriptions for 2020

Titled Positions

President

Ryan Crompton

- The President shall preside at all meetings of the Club, be the general executive officer of the Club, and shall have general supervision and direction over its affairs. The President shall sign all instruments in writing on behalf of the Club under the direction of the Board of Trustees and shall be ex-officio member of all committees. The President shall have the power to call a meeting of the Board of Trustees or of the Club at whatever time necessary. The President, in addition to the Treasurer, shall be authorized to withdraw money by check from the bank in which it is deposited.
- Set the direction of the Board of Directors work for the year and work to make sure goals are met
- Develop the agendas for each BOD meeting
- Manage special projects
- Drive the completion of an update to the Long- Range Capital Plan

Vice President

Nancy Kennedy

- The Vice-President shall perform the duties of the President in his/her absence.
- Lead the bylaws update for Electronic Meetings and Code of Conduct addition

Treasurer

Eileen Clemans

- The Treasurer shall have charge of all the monies of the Club and shall keep a fair and true account of all receipts and disbursements. At each annual meeting, and at such times as may be required by the Board of Trustees, The Treasurer shall present to the Trustees or to the Club, a statement showing the financial condition of the Club.
- Determine and renew as appropriate our 501c7 federal status and "association" state status (August renewal date).
- Determine if we need to do an internal audit this year and what has been common practice in recent years.

Secretary

Kjersten Johansen

- The Secretary shall keep full, true and correct minutes of all meetings of the Club and of the Board meetings. The Secretary shall attend to all correspondence existent to the affairs of the Club. The Secretary shall be custodian of all Club records and property and shall perform such duties as may be existent to the office or may be required by the Board of Trustees.
- Determine the best way to handle member comments and concerns and general member communications. This can include email, website, mail, phone call, etc.

Directors/Committees

The Directors shall be responsible for the operation of standing committees and shall perform other duties assigned by the President. Standing Committees of the Club will be: • Maintenance • Membership • Social • Nominating. Except for the Nominating Committee, these committees will be appointed by the newly elected President at the annual business meeting, or no later than 30 days after that meeting.

Maintenance Committee

Committee Chair-Toni Lund

-For this year the Maintenance Committee shall:

- 1) Manage and fulfill ongoing maintenance requests from the community and the board.
- 2) Search for, hire, and manage a new grounds maintenance company.
- 3) Plan and oversee the fall and spring volunteer community cleanups.

Membership Committee

Committee Chair-Sharon Morehouse

-For this year the Membership Committee shall:

- 1) Keep a general awareness of members moving out of the neighborhood and new potential members moving in.
- 2) Provide welcome and membership brochure to all new potential members.
- 3) Work with the appropriate parties to keep the membership list up to date.

Social Committee

Committee Chair-Nancy Kennedy

-For this year the Social Committee shall:

- 1) Host as many of our recurring events as possible given the COVID crisis.
- 2) Work with the board and membership to develop alternative activities that meet current COVID guidelines.
- 3) Be the board POC for the Bootlegger Bash and any other joint activities (Maury Island Incident, etc.).
- 4) Come up with a plan for storage of new and existing items in the shed and other member accessible locations.

Tree Trimming Committee

Committee Chair-Matt Small

-For this year the Tree Trimming Committee shall:

- 1) Propose and get approved by the board a tree trimming policy for trees on Woodmont Owned Property.
- 2) Solicit, collect, and manage tree trimming requests from members.
- 3) Work with the necessary parties (members, arborists, city, etc.) to complete trimming.

Grounds Conservation Committee

Committee Chair-Sue Clark

For this year the Grounds Conservation Committee shall:

- 1) Develop a long-term plan for improving the general health of the Woodmont Owned Properties.
- 2) Develop and begin implementation of an ivy removal and replacement plan for the bluff property.
- 3) Work with the Tree Trimming Committee to identify any critical safety or forest health trimming to be completed on Woodmont owned property.

Other projects and/or areas of responsibility

Plaza Reservations- Debra Palmer-Seiler
Boat Storage- Brian Jacobson
Property Tax Appeal- Debra Palmer-Seiler
Property Use Evaluation- Debra Palmer-Seiler
Facebook- Jennifer Jacobson
Friday Blast- Jennifer Jacobson